

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 7, 1982

ALL-COUNTY LETTER NO. 82-51

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: MONTHLY REPORTING

REFERENCES: COMPLETION OF ADDRESS BOXES-EAS 40-181.242  
MONTHLY ELIGIBILITY REPORT (CA 7)-INSTRUCTIONS

This is to clarify AFDC recipient reporting requirements with regard to the completion of the address portion of the CA 7 and the instructions provided on the form.

Under federal regulations regarding monthly reporting, the responsibility for defining a complete monthly report was left to each state. Consistent with this responsibility, Eligibility and Assistance Standards (EAS) Section 40-181.24 provides conditions for completeness of the CA 7. Specifically, EAS 40-181.242 requires that: "The boxes for the address and county where signed shall be completed, . . .".

The Monthly Eligibility Report that is submitted by the recipient shall, at a minimum, provide address information that, along with other information available to the county, is sufficient for county administrative purposes, including the ability to locate the recipient. Therefore, when a CA 7 is received with a negative response to Question #5 (Other Information to Report) and the recipient provides enough detail (i.e., number and street name) so that it would be reasonable for the county to conclude that there was no change to the recipient's address on file, this would be sufficient to comply with the address requirement of EAS Section 40-181.242. The requirement would also be met when the recipient indicates a negative response to Question #5 along with noting "same" or "same as above" in the address section of the CA 7. This notation would indicate that the recipient's address is the same as the address preprinted on the CA 7.

A recipient would be required to indicate a total address (i.e., Number, Street Name, City, State) when the recipient indicated a move in response to Question #5. The new address does not necessarily have to be provided in the address box(es), if it is provided elsewhere on the CA 7.

The above clarification regarding the report of the recipient's address does not alter the requirement that the "County Where Signed" box must contain sufficient notation to determine in which county the CA 7 was executed.

There is no regulatory authority to consider the CA 7 incomplete solely because it is not completed in ink. The instruction on the CA 7, "Answer all questions in ink, . . .", is an attempt to have the recipient complete the form in a substance which would allow the county to make a good photocopy. The failure to comply with this instruction is not a basis for considering the form "incomplete".

If you have any questions concerning this matter, please contact your AFDC Management Consultant at (916) 445-4458.

Sincerely,

  
KYLE S. MCKINSEY  
Deputy Director

cc: CWDA